

# CHILD DEVELOPMENT POLICY ADVISORY COMMITTEE

## BY LAWS

### Article I - Authorization and Membership

#### Section 1 - Authority

The Child Development Policy Advisory Committee was established in AB 1331, 1965, and continued in AB 23, 1966. The Authority is found in the Education Code, Section 8286 which was amended by AB 99/72, AB 3059/76, AB 460/79, SB 863/80, AB 2628/87 and AB 1542 (Chapter 270, Statutes of 1997).

#### Section 2 - Membership

The membership of this Committee is provided for in the Education Code, Section 8286.

“The Governor shall appoint an advisory committee of one representative from the State Board of Education, one representative of private education, one representative of child welfare, one representative of private health care, two representatives of proprietary child care, one representative of a community action agency qualified under Title II of the Economic Opportunity Act of 1969, two representatives of family day care homes, five parents of children participating in child care programs of whom at least three shall be parents of children publicly subsidized child development programs, **and one shall be a parent of a child receiving care from a child care provider exempt from licensure**, appointed from the names selected by a democratic process to assure representation of the parents of children being served, four persons representing professional or civic groups or public or non-profit private, organizations or groups concerned with child development, one person who administers a public school, child care program established pursuant to Article 22 (commencing with Section 8460), one person who administers a county office of education child care program established pursuant to Article 22 (commencing with Section 8460), and one teacher currently serving a public school children’s center.

The advisory committee shall also include one representative from the Department of Education appointed by the Superintendent of Public Instruction, and one representative each from the Employment Development Department , the State Department of Social Services, the State Department of Health Services, and the State Department of Developmental Services, appointed by the respective director of each department.”

### Section 3 - Responsibilities

- a) Review the development of all child care programs, and gather public input as to the appropriateness and effectiveness of program implementation;
- b) Serve in an advisory capacity to the Superintendent of Public Instruction and the Governor for programs' policy decisions;
- c) Review needs data and suggest priority areas for future expansion;
- d) Assist the Department of Education in developing and reviewing alternative child care delivery systems;
- e) Make recommendations to the Governor, the Department of Education, and other agencies with regard to program development and expansion;
- f) Assist the Department of Education in developing a state plan for child development **programs**;
- g) Continually evaluate the effectiveness of such programs and report thereon at each regular session of the Legislature;
- h) Provide ongoing coordination and communication to local child care planning councils to facilitate activities and provide technical assistance as needed.
- i) Assist in and coordinate the drafting of guidelines for local child care and development councils;
- j) Coordinate outreach efforts to inform employers about the availability of child care tax credits;
- k) Review and make recommendations regarding the establishment of all child care and employment funds;
- l) Produce and distribute an informational brochure and conduct statewide workshops for grandparents and other nonparent relatives providing primary care for children;
- m) Approve staff development and training programs developed by the Department of Education;
- n) Assist the Department of Education in their development of a plan to improve the delivery and provisions of nourishment to California's children in need of supplemental nutrition on a year- round, continual basis.

## **Article II - Officers and Duties**

### **Section 1 - Officers**

The officers of this committee shall be a chairperson, vice chairperson, treasurer, and secretary. Officers shall serve for two years and are not eligible for more than two consecutive terms.

### **Section 2 - Chairperson**

The chairperson shall preside over the meeting, approve the agenda and perform any duties that are delegated by the Committee.

- a) The Chair, as a member of the Committee, may vote on all matters before the Advisory Committee.

### **Section 3 - Vice Chairperson**

The vice chairperson shall preside over the meetings in the absence of the chairperson and perform any other duties delegated by the chairperson or by the committee.

### **Section 4 - Secretary**

The secretary shall work with staff to monitor attendance and to contact absent members to determine if there are any problems. The secretary shall present the correspondence report at each meeting and report attendance quarterly.

### **Section 5 - Treasurer**

The treasurer shall act as the fiscal officer of the committee. In this capacity, the treasurer shall present quarterly income and expenditure reports and shall serve as the chairperson of any fiscal subcommittees.

### **Section 6 - Executive Board**

The executive board shall consist of the four officers and the immediate past chair. The executive board shall review budget revisions prior to submission and shall act for the committee on pressing issues which surface between committee meetings.

## **Article III - Meetings**

### **Section 1 - Meetings**

A minimum of nine (9) meetings per year shall be held on dates determined by a majority of members.

### **Section 2- Special Meetings**

Special meetings may be on the call of the chairperson and shall be called on the written request of at least six (6) members.

### **Section 3 - Quorum**

A quorum shall consist of one-half of the current membership.

### **Section 4 - Majority**

A majority vote of members present shall determine the action of the committee, providing a quorum is present.

## **Article IV - Subcommittees**

### **Section 1 - Standing Subcommittees**

The Committee of the Whole shall determine such subcommittees as are necessary to carry out the work of the Committee of the Whole.

### **Section 2 - Membership of the Subcommittee**

The chairperson shall appoint the chairs of all subcommittees with ratification by the Committee of the Whole. The subcommittees shall contain at least three (3) members. The chairperson shall have the authority to reassign subcommittee members as necessary. Members may attend subcommittees other than the one to which they are assigned, with full voting privileges.

## **Article V - Duties of Members**

### **Section 1 - Attendance at Meetings**

All members of the Committee of the Whole shall consider it to be their obligation to attend all meetings. If a member misses more than four (4) meetings of the Committee of the Whole during the state fiscal year without adequate excuse, the chairperson, in consultation with the secretary, shall make inquiries of the individual member and reports to the Committee of the Whole. Adequate excuses include illness and other situations which are outside the member's control. Business conflicts are not considered adequate excuses.

### **Section 2 - Committee Action on Absent Members**

If upon inquiry it is found that the member absent is unable to participate with reasonable regularity, the Executive Board shall instruct the staff to notify the Governor or department head of this member's inability to participate.

## **Article VI - Executive Director**

### **Section 1 - Appointment**

The Committee of the Whole shall appoint the Executive Director.

### **Section 2 - Tenure**

The Executive Board and subcommittee chairs will evaluate the performance of the Executive Director at the end of six months and annually thereafter.

### **Section 3 - Duties**

The Executive Director will advise and assist the Committee in the formulation of policies and procedures as they relate to child development in California; review and analyze legislation to determine its impact on federal and state administration of children's programs; evaluate existing child development programs administered by state agencies; and, other duties as assigned by the Committee.

## **Article VII - Parliamentary Authority**

### **Section 1 - Procedure**

In matters of parliamentary procedures not covered in these by laws, Robert's Newly Revised Rules of Order shall prevail.

## Section 2 - Amendments

These by laws can be changed at the monthly meeting by a majority of members, if the intention to change and the proposed changes have been given at the previous meeting.

First Printing February, 1993  
Presented to Committee March 1973  
Revised March 1973

Presented to Committee April, 1977  
Revised April, 1977

Presented to Committee October, 1980  
Revised November, 1980

Presented to Committee February, 1987  
Revised April, 1987

Presented to Committee September, 1987  
Revised November, 1987

Presented to Committee September, 1988  
Revised October 1988

Presented to Committee September, 1989  
Revised November 1989

Presented to Committee May, 1990  
Revised August, 1990

Presented to Committee October, 1996  
Revised November, 1996